



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: **Enrollment Services Aide – Office of Enrollment Management**
Full-time Position – Community College Professional 12, Tenure Track 12 Month Position

JOB POSTING #: **FT-101**

ANTICIPATED STARTING DATE: October 2015

MINIMUM

QUALIFICATIONS: An Associates' degree in an appropriately related field or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. Demonstrated knowledge and abilities in office administration, registration procedures, Admissions/Registrar operations, personal computer applications in office operations, and effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience or one to two years of related experience in a college setting; or an equivalent combination of experience and training. An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies, and demonstrated computer literacy, including instructional applications.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and provide appropriate references.

RESPONSIBILITIES: Under the supervision of the Registrar and Admission offices, the Enrollment Services Aide would provide administrative support for Admissions/Registrar's offices; maintain student records, process student applications and registration including credit free registration, data entry, receiving and responding to telephone, personal and written requests for information about college programs, attendance and participation at convocation and commencement ceremonies, service on assigned committees and task forces, attendance and participation at committee, staff, information and professional meetings.

This position requires the incumbent to work selected evenings and Saturdays as required

COMPENSATION: \$40,681 approximate annual, plus excellent state health insurance, retirement, and related fringe benefits.

**APPLICATION
PROCEDURE:**

Please reference to job title and posting number (FT-101) on application material and in subject line of emails. Send letter of intent, resume, and transcripts (unofficial acceptable) and the names of three professional references to:

**Human Resources Department
Manchester Community College
Great Path, MS #2
P. O. Box 1046
Manchester, CT 06045-1046**

Or via email to: GenInfoHumanResources@mcc.commnet.edu

DEADLINE: Letter of application must be postmarked no later than September 15, 2015

MANCHESTER COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, M/F, PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.